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Circular Letter No.4220/Add.2  
10 September 2020

To: All IMO Members  
United Nations and specialized agencies  
Intergovernmental organizations  
Non-governmental organizations in consultative status  
Liberation movements

Subject: **Update on the status of the International Maritime Organization  
Headquarters building and telecommuting arrangements due to the  
COVID-19 outbreak**

1 Further to Circular Letter No. 4220/Add.1 of 18 March 2020, providing information on the status of the IMO Headquarters building at 4 Albert Embankment, London, SE1 7SR, the purpose of this circular letter is to update delegations and other interested persons regarding access to the Headquarters building.

2 The IMO Secretariat has been closely monitoring developments of the impact of COVID-19 at local and global levels and has followed advice provided by the World Health Organization (WHO), the Government of the United Kingdom (as the host government) and actions taken by other United Nations agencies.

3 Following the decisions of the Council regarding the future work of the Organization at its thirty-first and the thirty-second extraordinary sessions, the Secretariat has made arrangements to implement those decisions, and to ensure support to the Member States to the greatest extent possible in continuing the regulatory work of the Organization remotely.

4 In order to protect staff and visitors and to contribute to wider efforts to mitigate the impact of the pandemic and in view of the current measures in place by the host Government, the Secretary-General would like to advise on the introduction of the following measures regarding access to the Headquarters building.

5 The IMO Headquarters building is now open for limited access, as follows:

- .1 for Secretariat staff, working remotely making full use of remote working and teleconferencing continues to be the main working modality. However, a limited number of staff may work in the Headquarters building each day. Staff will also be available to meet with delegates and other visitors in the Headquarters building, as appropriate and in accordance with the United Kingdom Government guidance (currently up to six people);

- .2 delegates and other visitors wishing to visit the Headquarters building may do so, by appointment. To schedule a visit, please contact the person or division/department you intend to meet and copy IMO Security in all communications ([security@imo.org](mailto:security@imo.org));
- .3 unless specific authorization is granted otherwise (for example for meetings with the Secretary-General), delegate and visitor access is limited to the ground and first floor meeting room areas, and to the cafeteria. No delegates or visitors may enter the Secretariat spaces on floors 2 to 8. The Maritime Knowledge Centre is not available for physical access, but those wishing to conduct research should contact MKC at [mkc@imo.org](mailto:mkc@imo.org) for assistance;
- .4 from the second half of September, a limited cafeteria service will be available for visitors/delegates in the IMO Headquarters building with a scheduled appointment (in accordance with paragraph 5.2 above); and
- .5 should any visitor/delegate develop any COVID-19 related symptoms up to 7 days after being at the Headquarters building, you are requested to report your symptoms to NHS 111 and/or your GP and report for a COVID-19 test. You are also requested to inform the Organization as soon as possible. Notification should be sent to Ms. Audrey Courtney ([hws@imo.org](mailto:hws@imo.org)) and copy to [security@imo.org](mailto:security@imo.org) and [gmaxia@imo.org](mailto:gmaxia@imo.org). Those having been in close contact with a person with developed symptoms will be contacted and advised to self-isolate for the next 14 days:
  - .1 if the visitor/delegate's COVID-19 test result is negative, those having been informed to self-isolate will be contacted as no further action is necessary; and
  - .2 if the visitor/delegate's COVID-19 test result is positive, those having been informed to self-isolate will be contacted and advised to report for a COVID-19 test.

6 All individuals granted access to the Headquarters building will be subject to the following requirements:

- .1 all IMO entry passes for delegates have been deactivated, therefore entry through the security gates without screening is no longer possible;
- .2 access to the building is only possible through the front lobby. Persons coming from the car park should walk up the designated ramp to reach the front lobby;
- .3 upon entry into the building (i.e. at the security desk), all persons will have their body temperature read by non-contact means. Any person with a reading above 37.8°C will not be allowed access to the IMO Headquarters building;
- .4 all delegates and visitors must sign in and out at the Security Desk and provide name, telephone number/email address as part of the track and trace measures. All data provided will be destroyed after 30 days;
- .5 all persons must observe social distancing guidance (currently "2 meters", if not possible, stay "1 meter plus" apart) in all parts of the building; and

- .6 all persons must wear face masks whilst in the building, unless eating or drinking. Wearing of gloves is optional. All persons should bring their own masks and gloves. Masks and gloves may be available at the Security Desk for those who forget to bring them. Persons should wash their hands frequently. Hand sanitizers dispensers have been installed throughout the building for easy access.
- 7 Staff members remain available to assist with any queries, as usual. However, given the limited access to the Headquarters building as described in this Circular Letter, delegations are requested to continue to use electronic means of communication with the Secretariat as much as possible during this period.
- 8 The Secretary-General requests your forbearance in these unique circumstances and looks forward to continued cooperation and collaboration. Return to the full normal operation of the IMO Headquarters building will resume as soon as feasible.
- 9 This guidance will remain under review and will be updated as appropriate.
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